

The Village of Wappingers Falls has committed to completing various projects over the next fiscal year from February 1<sup>st</sup>, 2013 through May 31<sup>st</sup>, 2014 which include but are not limited to the new Village Hall on South Avenue, a new Highway Barn and several other smaller construction projects. Therefore, in order to adequately manage construction and consolidation of physical assets, a committee was formed by the Village Board to describe the duties and resources needed to accomplish these goals. It was decided by this committee to recommend to the Board to advertise for the following position. A "Clerk of the Works" to be appointed by the Board and be responsible for the following:

**DUTIES AND RESPONSIBILITIES:**

• Construction.

1. To confer with architects, engineers, contractors and work force personnel as to the preparation, interpretation and implementation of plans and specifications;
2. To inspect all materials going into the project;
3. To be responsible for the inspection of the workmanship and practices of contractors and/or crews engaged in construction;
4. To assist Village board officials in the review of plans, specifications, and designs submitted by contractors, architects, or engineers;
5. To assist in interpreting provisions of contracts, plans, specifications, and designs;
6. To assure that construction work schedules are maintained;
7. To be responsible for continuous inspection during construction and to ensure adherence to all building codes, plans, specification, and allotted budget;
8. To monitor the continuous inspection of workmanship, materials, and methods;
9. To monitor and review the work of architects, engineers, contractors, and other personnel assigned to the construction project; and

10. To coordinate and effect the moving and organization of Village facilities out of and into their new offices and facilities.

• Administrative and other Services.

1. To review construction contracts and specifications prepared by the architects and/or engineers and contractor to ensure that all items are covered and are in agreement with the appropriate state and federal requirements;
2. To review requests by the architects and/or engineers and contractors for changes in the plans in accordance with the Village board;
3. To ensure that all work is accomplished and that the materials utilized conform with the appropriate federal and state regulations;
4. To be responsible for following the construction budget in conjunction with the architects and/or engineers;
5. To give initial approval to vouchers for payment to various professionals and trade contractors engaged on the project;
6. To attend various meetings and submit written progress reports
7. To complete related work as required.

8. To communicate efforts and progress to the Board of Trustees and the Mayor.

Please send qualifications and a letter of interest to the Village Clerk, John Karge at Village Hall, 2628 South Avenue, Wappingers Falls, NY 12590 no later than February 15, 2013. The Personnel committee will review the applications and interviews will be organized in the following week.